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RULES AND REGULATIONS

FOR

PUBLIC GENERAL HOSPITALS

IN

J A M A I C A .

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J A M A I C A :
GOVERNMENT PRINTING ESTABLISHMENT, 79, DUKE STREET, KINGSTON.

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RULES AND REGULATIONS

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J A M A I C A.

MEDICAL OFFICER.

1. The Medical Officer of the District in which the Public General Hospital is situated shall have charge of the Hospital, and shall be responsible for its management, and for the treatment of all the Patients therein.

2. He shall attend at the Hospital daily at the hour of 9 a.m., and shall admit as In-door Patients such applicants as he may consider fit and proper subjects for admission.

3. He shall daily visit, inspect, and, when necessary, prescribe, for all the Patients in Hospital; he shall visit more frequently than once during the day, if necessary, and occasionally, if practicable, at uncertain hours of the night.

4. When it shall appear to the Medical Officer that the person applying for admission is not entitled to claim gratuitous medical aid as an In-door Patient, he may refuse to admit such person until a guarantee is given in writing for payment of Hospital Dues and Funeral Expenses in case of death.

5. He shall have power to refuse admission to any person suffering from any contagious or infectious or otherwise loathsome disease, should he consider that means for the proper segregation of such person do not exist.

6. It shall be optional with the Medical Officer to refuse admission to any applicant: the reason for such rejection shall be entered in a Book to be kept for the purpose, shewing Date, Name, Sex, Age, Whence Came, By Whom Recommended, Alleged Disease, Cause of Rejection, and Remarks.

7. Should any severe or dangerous accident case be brought to the Hospital it shall be the duty of the Medical Officer to attend to the case as soon as possible.

8. He shall satisfy himself, by personal observation, that cleanliness, order and discipline are maintained in the Hospital, and shall have the power of inflicting any of the punishments hereinafter specified, or of expelling any Inmate from the Institution. Every such expulsion shall be immediately reported by him, with his reasons, to the Superintending Medical Officer.

9. He shall keep a Journal of the principal events which may occur at the Hospital, and shall enter therein such orders as he may think necessary for the guidance of the Dispenser or Matron, and all cases of misconduct on the part of the Patients or Servants, as well as all punishments inflicted by him. He shall record in such Journal the dates, hours and duration of each visit to the Hospital.

10. He shall keep a Register of all Patients according to the form prescribed in a Book provided for the purpose.

11. He shall record daily, or cause to be written up by the Dispenser at his dictation and in his presence, the history and treatment of every case on a Ticket provided for the purpose, which shall be kept hung up at the bed head of the Patient, and, on the discharge of a Patient, the Ticket shall, on completion, be duly signed by him and filed in the office.

12. He shall satisfy himself that the Patients receive the diets, extras and stimulants ordered for them, and that the Servants exhibit diligence and kindness in the discharge of their duties.

13. He shall keep such statistical and other notes and tables as may be determined upon by the Superintending Medical Officer, and shall prepare the Annual Report and Returns up to the 30th September of each year. He shall be responsible for the correct rendering of all Financial Returns and Accounts.

14. He shall transmit to the Protector or Inspector of Immigrants a Monthly Return of the mortality amongst the Immigrants in the Hospital under his charge according to the following Form :—

Return shewing the Deaths that occurred in the Public General Hospital
during the month of 18

[illegible]

15. He shall satisfy himself that the Servants receive their wages weekly.

16. He shall inspect the Stores (and note their quality), Latrines, Lavatories, Out-buildings and Wash-houses at least once a week.

17. He shall inspect the diets frequently and ascertain that they are properly cooked and served, in accordance with the quality specified in the approved diet scale, and that the Kitchen and utensils are kept clean and in good order.

18. He shall be responsible that the Contractors fulfil their contracts properly.

19. He shall frequently examine the quality of the water and note if the quantity is sufficient for drinking and ablution purposes; the means for filtration should receive his attention.

20. The sanitary condition of the Wards, subsidiary buildings and grounds, should be carefully noted by him, and any defects immediately rectified or reported to the Superintending Medical Officer.

21. He shall perform Post Mortem Examinations when the information obtained thereby is likely to prove important or interesting, and shall enter a record thereof in the Ward Journal of the Institution.

DISPENSER.

22. The Dispenser shall reside in the apartments provided for him at the Hospital, and shall not absent himself from the Institution without the sanction of the Medical Officer.

23. He shall have charge of, and be responsible for, all medicines and stimulants, and shall, in the absence of a Matron, issue from the Store daily all articles of diet and stimulants ordered by the Medical Officer.

24. He shall have charge of, and keep in perfect order, the Surgical Instruments and apparatus of the Hospital.

25. He shall be held responsible for the proper compounding and preparation of medicines at all hours of the day and night, according to the written prescriptions or orders of the Medical Officer; he shall not issue any drug or medicine from the Dispensary without first making a proper entry thereof in the Prescription Book, to be kept in the Dispensary for that purpose.

26. He shall keep all poisonous drugs locked up safely and shall have the key under his immediate charge at all times.

27. He shall accompany the Medical Officer on his visits round the Wards, also any Inspectors or Official Visitors.

28. He shall, morning and evening, attend to the dressing of all cases throughout the Hospital, and as often during the day as may be

deemed necessary, and shall report at once to the Medical Officer any unfavorable change which he may observe in any case.

29. He shall take care that bandages, lint or rags are distributed for dressing purposes ; that they are kept constantly clean ; and that there is no waste.

30. On the occasion of his first and last visit each day to the Wards he shall record in the Attendance Book the hour such visits are made.

31. He shall supervise the general routine of the Hospital and shall be held responsible that the Wards and subsidiary buildings, Tanks, Urinals, Drains, Lavatories, Wash-houses, and Grounds are kept clean and orderly ; that the Earth Closets are regularly cleaned and emptied ; that a plentiful supply of dry earth is always at hand ; and, where Soil Pits are in use, he shall ascertain, by personal inspection, that their contents have been covered with earth.

32. He shall receive daily and inspect all articles delivered by the Contractors, and shall satisfy himself that they are of good quality and in accordance with the quantities requisitioned for. In the event of any article being of short weight or measure he will at once communicate with the Contractor and require him to make good the deficiency, and in the event of any article being in his opinion unfit for issue he will at once report the circumstance to the Medical Officer in charge of the Hospital.

33. He shall have the general superintendence of the Under Nurses, Cooks, and Labourers of the Hospital, and shall see that they are attentive to their duties and respectful in their behaviour towards every one connected with the Institution ; that they enter upon their respective duties at 6 o'clock a.m., and do not leave the premises under any pretence before the hour of 6 o'clock p.m., unless sent out on business or permitted to be absent on leave.

34. In the absence of the Medical Officer he shall receive any serious case of accident or illness at any time during the day or night, and shall avail himself of the earliest opportunity for reporting the circumstance to the Medical Officer.

35. He shall take precautions to prevent the introduction of any forbidden or improper articles and shall see that public property is not removed from the Hospital.

36. He shall maintain order and decorum amongst the Servants and Patients.

37. He shall keep the following Books—

(a) Receipt and Issue Book, in which an account shall be kept of all Stores received and issued, to be written up daily.

- (b) Register of Patients, in which shall be recorded, in separate columns, the Number, Date of Admission, Name, Age, Color, Whence Came, Occupation, Country and Religion, Disease, Result, Discharge—date of, Death—date of, By Whom Recommended, Number of Days in Hospital, Remarks.
- (c) Journal, in which shall be recorded any infraction of the Rules of the Institution, misconduct or neglect of duty of the Nurses and Servants or any of the Patients; and any other occurrence relating to the interior economy of the Hospital.
- (d) Stock Book, in which shall be recorded all medicines received and issued in bulk.
- (e) Prescription Book, in which shall be entered all prescriptions made up at the Dispensary for Public Patients not Inmates of the Hospital.
- (f) Cash Book, in which shall be shewn all cash received by the Medical Officer and disbursed on account of the Hospital, each receipt and payment to be entered according to the date thereof.
- (g) Letter Book, in which are to be copied all letters and receipts written by the Medical Officer on matters relating to the affairs of the Hospital or District.
- (h) Patients' Property Book, in which shall be entered the nature of property brought into Hospital by Patients admitted for treatment.

38. The Dispenser shall perform all the clerical duties of the Establishment as may be required by the Medical Officer in Charge.

MATRON OR HEAD NURSE.

39. The Matron or Head Nurse shall reside in the apartments provided for her at the Hospital; she shall have charge of the clothing and bed linen, etc., of the Institution, as well as the Inmates' private clothing and other property, and will be held responsible for the loss of any such property in her charge.

40. She shall keep a record of all articles in her charge in a Book or Books supplied for that purpose, and shall prepare the monthly return of clothing.

41. She shall change the clothing and bed linen at least twice weekly, or more frequently when necessary, with the exception of the coverlet or blanket, allowing one pair of sheets, one pillow slip and one coverlet or blanket, if ordered by the Medical Officer, to each Patient.

42. She shall receive from the Under Nurses all dirty bedding and clothing, and shall see that the same are properly accounted for, and shall deliver them early every Monday morning for the purpose of

being washed, giving a list of the things so delivered, on the face of which list she shall certify the receipt of the clothing, etc., when returned to her possession after being washed.

43. Upon the admission of Female Patients into the Hospital she shall be responsible that they are washed by the Under Nurses before they are sent up to the Wards, unless otherwise ordered by the Medical Officer.

44. She shall cause a list to be made of the clothing of newly-admitted Patients and then send it to the wash, and, on its return to her custody, it shall be her duty to affix a separate ticket to each parcel with the name of the owner and description of articles legibly written thereon. She shall see that the Wards are cleaned every morning, that the Nurses are clean and tidy in their persons, attentive to their duties and kind to the Inmates.

45. She shall see that the Kitchen and cooking utensils are kept clean and that a plentiful supply of fuel wood is always at hand for use.

46. She shall see that the nourishments and diets ordered by the Medical Officer are properly cooked, and that they are served to the Patients in a clean and palatable state at such intervals as ordered ; also that each Patient receives the particular diet prescribed, and that no waste or exchange of diet be allowed to take place.

47. She shall issue from the Store daily wines or other liquors as ordered, and shall administer them with her own hand to the Patients, as may be directed in writing on the Record Ticket of the Patient by the Medical Officer ; and she shall keep the liquors always carefully locked up.

48. She shall prepare the requisition for dietary required for the following day ; shall issue the diets and shall not allow any Person, Servant or otherwise, to enter the Store except on business and when she is present.

49. She shall inform the Medical Officer whenever any articles of clothing or bedding are going out of wear.

50. She shall inform the Dispenser whenever a Patient expresses a desire to see a Minister of Religion.

UNDER NURSES.

51. Under Nurses shall commence their respective duties at 6 o'clock a.m. precisely and terminate them at 6 o'clock p.m. They shall first attend to those Patients who may be unable to leave their beds, empty the chamber utensils and clean the slop pails ; and shall bring to the notice of the Matron any clothing or bedding of the Patients that may be soiled.

52. They shall be kind and civil to the Patients and faithful in the discharge of their duties; they shall report to the Dispenser or Matron all irregularities they may observe in the Dormitories or within the premises of the Institution.

53. They shall assist in apportioning the diets. They shall also assist in the mending of all articles of clothing, bedding, &c., which may require repairs.

54. The Night Nurses shall commence their duties at 6 o'clock p.m. daily, and shall not go off duty until relieved at 6 o'clock a.m.
Cook.

55. The Cook shall attend from 6 o'clock a.m. to 6 o'clock p.m. and must observe scrupulous cleanliness in all cooking arrangements.

56. The Cook shall obey the directions of the Matron in preparing and cooking all diets and nourishment for the Patients, and shall not leave in the evening until such utensils as have been in use are cleaned and put away on the shelves.

57. The diets, extras, &c., must be cooked and ready for distribution at such hours as may be ordered from time to time by the Medical Officer in Charge of the Hospital.

58. The Cook must always have hot water at hand.

59. The Cook shall see that wood is kept properly stocked in the shed provided for that purpose, and shall put out all fires in the Kitchen before leaving, unless otherwise instructed by the Matron.

LABOURERS AND MESSENGERS.

60. The Labourers and Messengers shall commence their respective duties at 6 o'clock a.m. precisely, and, unless engaged to sleep on the premises for night duty, shall terminate them at 6 o'clock p.m.

61. They shall obey all the orders of their Superior Officers and shall perform any duty assigned to them.

62. They shall not leave the Hospital premises under any pretence whatever during duty hours without the sanction of the Medical Officer or Dispenser.

63. They shall assist in keeping the premises clean, and shall water the grounds, plants and shrubs as may be directed by the Medical Officer.

64. The Labourer selected by the Medical Officer for such purpose shall keep the Earth Closets clean; he shall empty the tubs as often as required during the day, and shall place a layer of two inches of dry earth on the bottom of the tubs before they are used; he shall take care that there is always a good supply of dry sifted earth ready for use, and that the deposits in the tubs are properly covered with dry earth; and shall report to the Dispenser any

omission on the part of the Contractor to remove the contents of the Earth Closets or to supply dry earth.

65. The Labourers shall assist in the removal of dead bodies from the Wards to the Mortuary ; they shall also, when required, assist in the preparation of the dead for burial.

PATIENTS.

66. All applicants for admission (except in case of emergency) shall be seen at the Hospital by the Medical Officer between the hours of 9 and 11 a.m. In the case of Immigrants they will be received daily up to 6 p.m.

67. All Articled Seamen, Apprenticed Servants, and other persons not destitute of means, applying for admission into the Hospital will be required to give, in writing, a guarantee, signed by some responsible person, for the payment of Hospital Dues at the rate of 1s. 6d. for each day, or fractional part thereof, that such Patient is in Hospital ; and, in the event of death, for the Funeral Expenses, to the extent of £2. In the case of Articled Seamen the Consignee of the Vessel to which they belong should guarantee the payment of the above expenses.

68. In the absence of a guarantee, as above stated, or of the lodgment with the Medical Officer of a sum of £15, no person as aforesaid will be admitted into the Hospital for treatment.

69. All Immigrants who have not completed a continuous residence of ten years in this Island shall be treated, when sick, in such Public General Hospitals as may be lawfully available for them free of Hospital Dues and other charges.

70. All Constables admitted for sickness contracted in the execution of their duty, or which has not been induced by their own fault, shall be treated in Public General Hospitals free of Hospital Dues ; but in case of disease contracted by their own vice or imprudence, they shall be required to pay for their medical care and treatment Hospital Dues at the rate of 1s. 6d. per diem.

71. Applicants for admission who are on the Parochial Pauper Roll shall be admitted free of all charges, provided the Medical Officer considers them fit subjects for Hospital treatment.

72. Other applicants, not on the Parochial Pauper Roll, but who are unable to contribute towards their maintenance, shall be admitted into Hospital free of all charges on the written recommendation of the Custos or Chairman of Parochial Boards, or the Almoner or Clerk of Municipal Board, or of any Member of Board of Official Visitors of the Hospital, provided, on examination, they are found fit subjects for admission, and that there is accommodation available.

73. Creole and Coolie Labourers on Sugar Plantations shall be ad-

mitted free of all charges, provided that, on examination, they are considered by the Medical Officer suitable cases for Hospital treatment, and that there is accommodation available for them.

74. All cases of accident or serious illness will be admitted at any hour of the day or night.

75. If Patients at the time of admission be possessed of money or other property the same shall be taken possession of by the Dispenser, and full particulars thereof shall be entered in a Book to be kept by him called the "Patients' Property Book," and such property shall be returned to the Patients on discharge from Hospital.

76. Any money or other property (exclusive of clothes) brought in by a Pay Patient will be liable for Hospital Dues and may be sold, if necessary. Any surplus money or remaining property will be handed over to the Patient upon discharge, or in case of death, to the parties legally entitled thereto, upon their application. When any money or other property, which should have been handed to the Dispenser on the admission of a Patient, is found concealed about the bed or person of a Patient it shall be taken away by the Nurse on duty and handed to the Dispenser, in the presence of the Patient concerned.

77. A Patient on being admitted for treatment within the Wards shall be bathed in warm or cold water as may be directed by the Medical Officer, and (if a Male Patient) his hair shall be trimmed before being sent to the Ward, if considered necessary on sanitary grounds by the Medical Officer. His own clothes will be sent to the wash and kept in safe custody until he is discharged and he will be dressed in a clean suit of the Institution clothing.

78. The Patients are expected to conduct themselves with civility towards each other as well as towards the Officers, Nurses and other Servants. On no account will abusive or improper language, loud talking or disobedience of orders be permitted.

79. Patients shall not be allowed to smoke tobacco or other weeds within the Wards unless permitted to do so by the written order of the Medical Officer. Pipes and tobacco will be issued by the Dispenser only on the written instructions of the Medical Officer.

80. No Patient shall be allowed to go out on leave except with the written sanction of the Medical Officer, and any Patient exceeding his leave or returning drunk may, at the discretion of the Medical Officer, be refused re-admission into Hospital.

81. At 6 o'clock p.m. the Patients shall go to their Wards, and at 8 o'clock p.m. they shall retire to bed for the night, during which time no talking or walking from one Ward to another or about the Piazzas will be permitted.

82. The Night Nurse will report in the morning to the Dispenser any one so transgressing.

83. All lights will be put out at 8 o'clock p.m., except in such Wards as may be ordered by the Medical Officer to be lighted during the night.

84. The windows in the Wards shall not be closed without the express order of the Medical Officer.

85. At 6 o'clock a.m. Convalescent Patients are expected to rise from their beds and to leave the Wards, unless otherwise directed by the Medical Officer; and such Patients are on no account to lounge about the Wards or Piazzas whilst the Servants are cleaning them.

86. Convalescent Patients who have no conscientious objection to the form of service to be observed are expected to be present at Divine Service when held.

87. Patients shall not enter the Kitchen, Dispensary, Store Rooms, Officer's Quarters, or any other Ward than that which is assigned to them.

88. The meal hours for Patients are stated on the approved Dietary Scale, a copy of which shall be placed in each Ward.

89. Such of the Patients as may be considered equal to the occupation of needle work, or other light employment, may have their time so utilized, but will not be permitted in any way to employ their time for their own benefit.

90. When Husband and Wife are Inmates of the Hospital at the same time they are not to be permitted to visit each other in their respective Wards, except between meal hours, and then only with the special sanction of the Medical Officer.

91. Patients will be permitted to receive Visitors on Wednesdays and Sundays between the hours of 10 and 11 o'clock a.m. and 4 and 6 o'clock p.m. But not more than one Visitor will be permitted to see a Patient at any one time unless otherwise specially sanctioned by the Medical Officer.

92. Patients under urgent circumstances will be allowed to see their friends on all days of the week at such hours as the Medical Officer may determine.

93. Patients' friends will not be permitted to take within the precincts of the Institution any spirituous or other liquors, or other contraband articles.

94. Patients will be permitted to receive visits from Ministers of Religion and persons accredited by them, of their own faith, at all times, unless the Medical Officer should consider such visits likely to prove injurious to the Patient.

95. Patients dissatisfied with their treatment, or with the behaviour of the Nurses or other persons, or with the quality of their food, are expected to represent their grievance to the Medical Officer on the first opportunity; they may also report the matter to the Superintending Medical Officer. In the case of Constables they may report to the Inspector of Police of the Parish; and, in the case of Immigrants they may report to the Protector or Inspector of Immigrants.

96. Patients refusing to submit to such operation or medical treatment as may be determined upon by the Medical Officer shall be considered to have infringed these Rules and may be subject to the punishment hereinafter described.

97. Patients who are guilty of any misconduct or infraction of these Rules shall be subject to the following punishments:—

- (a) Alteration of diet for such time as the Medical Officer may order, Immigrants excepted.
- (b) Exclusion from seeing their friends.
- (c) Deprivation of tobacco and other indulgencies.
- (d) Summary dismissal from Hospital as may be determined by the Medical Officer.

98. In the case of Constables additional punishment may be imposed in such manner as the Inspector-General of Police may direct, on the Patient being ultimately discharged from Hospital.

99. In the case of Immigrants additional punishment may be imposed in such manner as the Protector or Inspector may direct, in accordance with the power invested in such Officers by Law 1 of 1881, on complaint made by the Medical Officer.

GENERAL RULES.

100. No Officer or Servant shall receive fee, gratuity, or reward, directly or indirectly, from any Contractor or other person dealing with the Hospital, or from any Patient, under pain of immediate dismissal.

101. No Officer or Servant shall be permitted to bring into the Hospital any fire, matches, pipes, tobacco, wines, fermented liquors, articles of diet, or other contraband, for the use of any Patient, under pain of instant dismissal.

102. All Attendants and Servants shall subscribe to the following obligation on their employment permanently in the Hospital, namely:—

“I have read (or have heard read) the Rules of the Public General Hospitals. I have had delivered to me a Copy of the Rules specially laid down for my guidance as

“I hereby promise strictly to obey all such Rules ; to avoid gossiping about the affairs of the Hospital or of its Inmates ; to be careful of its property ; to promote, as far as I am able, its objects ; and to endeavour, by my own good conduct and demeanour, to sustain the respectability of its Staff. If anything improper is done in my presence, or to my knowledge, in the Institution, I pledge myself to report it at once to the Medical Officer, Dispenser, or Matron. I agree to give two weeks’ notice should I wish to give up my situation ; but I acknowledge the right of the Medical Officer to suspend me, or to discharge me, without any previous notice, for acts of unkindness to Patients, intemperance, transgressions of the Rules, or disobedience of orders, and I agree to my Wages, or such portion of them as the Medical Officer may direct, being forfeited, if my conduct is disrespectful to any of my Superior Officers, or in any way compromises the character of the Institution.”

OFFICIAL VISITORS.

103. The Board shall consist of the Custos of the Parish and one or more Magistrates to be appointed by the Governor, and shall visit the Hospital as often as they may think necessary.

104. The Board shall inspect the Wards and other premises.

105. The Board shall examine the Books and Stores, and note in the Visitors’ Book their opinion as to the condition of the Hospital generally, with any suggestions they may desire to make.

CHAS. B. MOSSE, S.M.O.

22nd March, 1881.



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